

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JULY 28, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
O'CONNOR
CHAMPAGNE
VANNESS
GOODSPEED
PITKIN

COMMITTEE MEMBER ABSENT:

SUPERVISOR GIRARD

OTHERS PRESENT:

WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC
WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
JEFFREY TENNYSON, DEPUTY SUPERINTENDENT OF ENGINEERING
FRED AUSTIN, BUILDING PROJECT COORDINATOR
FREDERICK MONROE, CHAIRMAN OF THE BOARD
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR TAYLOR
JULIE PACYNA, PURCHASING AGENT
SHANE ROSS, CHIEF DEPUTY
JOHN HORGAN, BOVIS LEND LEASE
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the County Facilities Committee to order at 12:22 p.m.

Motion was made by Mr. Goodspeed, seconded by Mr. O'Connor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Mr. Morehouse reported that Bovis Lend Lease was working on the terrazzo flooring on the third floor of the Human Services Building. John Horgan, Project Manager for Bovis Lend Lease, said that the exterior of the building would be completed in a week or two.

Hal Payne, Commissioner of Administrative & Fiscal Services, advised that he had met with Mr. Horgan, Wayne LaMothe, Assistant Director of the Planning & Community Development Department, and Mary Beth Casey, Commissioner of the Board of Elections, pertaining to the space allotted to their departments on the third floor of the Human Services Building. He said that he had reviewed the proposed changes from a previous meeting, which had included the addition of seven doors, cutting holes in the existing walls and the addition of new walls, and he felt the proposed changes would be too expensive. He added that Mr. Horgan would estimate the cost of the proposed changes. He advised that he had met with Mr. LaMothe and Ms. Casey to discuss alternative, less expensive options that would accommodate their needs.

Mr. Horgan advised that there were currently three proposed ideas for the third floor of the Human Services Building. He said that the original concept was the least expensive, the concept proposed by Mr. LaMothe and Ms. Casey was the most expensive and a reduced plan

that was a combination of the first two concepts. He apprised that the lighting and HVAC (Heating, Ventilation and Air Conditioning) from the original concept were currently out to bid and should be received by the end of the week.

Mr. O'Connor questioned the reasoning behind relocating the Board of Elections to the third floor of the Human Services Building. He said that the number of people who visited the Board of Elections, many of whom were handicapped, made the third floor an inappropriate location. Mr. VanNess explained that the original reasoning behind the relocation of the Board of Elections was to make additional space available for the courts. Mr. Payne stated that the space allotted to the Board of Elections on the third floor had originally been earmarked for the Department of Labor, who had decided to remain in their current location. He noted that the entire Human Services Building was handicapped accessible.

Mr. Pitkin said that they had determined the occupants placement in the first and second floor and the majority of the third floor. He added that when the Department of Labor decided not to relocate, the County had 6,300 square feet of available space on the third floor. He asked if the County had ever considered rearranging the entire building to make it the most efficient, as opposed to just filling the available 6,300 square feet. Mr. Payne responded that the engineers had spent many hours within the departments and with the Core Team, to ensure that related departments were within close proximity to each other. Mr. VanNess asked if the proposed changes were a necessity or merely for comfort and accommodation. Mr. Thomas responded that the Board of Elections had certain requirements, such as a secured room that could only be accessed by the Commissioners.

Mr. Morehouse said that he had obtained three quotes for replacement of the Warren County Municipal Center sign, the lowest of which had been from the company that had constructed the original sign in 1997, in the amount of \$8,925. He noted that the Committee had discussed the possibility of altering the design and/or shape of the replacement sign and added that if this was done it would be necessary to go out to bid as the costs would most likely exceed \$10,000. He explained that the sign could be any color but it was suggested that it have a brown background and yellow lettering. Mr. VanNess asked how much the insurance company would pay towards the replacement sign and Mr. Morehouse replied that they would pay the lowest bid that was received. Mr. Pitkin suggested that the lettering on the sign should be updated to look more modern. Mr. Morehouse circulated a drawing of a sign that had been included in one of the quotes and noted that the quote had been for \$12,445. He added that if the Committee chose to redesign the previous sign, they would need to go out to bid and include a drawing of the way they wanted the sign to look. Mr. VanNess suggested that they prepare a Request for Proposal (RFP) for a sign with an Adirondack look. Mr. Morehouse stated that they would no longer fill the flower beds out by the road, as they were difficult to maintain. He said that there was two feet of footings under the previous sign that would require the new sign to be placed four feet to the left or right. He explained that they were planning to place low lying junipers in the current flower beds and place an additional flower bed in front of the sign. Mr. Pitkin suggested that a drawing be completed that detailed the new sign with proposed landscaping. Mr. O'Connor stated that the sign should be high enough that it could be easily read above the shrubbery.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to authorize the preparation of a RFP for the replacement of the Warren County Municipal Center sign and requiring that the quotes include a schematic drawing of the proposed sign and

landscaping around the sign, as outlined by the Committee.

Mr. Morehouse said there were funds remaining from the grant that had been obtained by the Sheriff's Office for the security of the Municipal Center. He stated the majority of the grant had been expended on the purchase of a Linstar Door Access System and they needed to decide whether the elevator would be secured using a key pad entry panel or a prox reader. He added they were ready to distribute the key fobs for the prox readers to the appropriate personnel. He advised that he needed to know who would be responsible for authorizing access to the buildings and which employees would be granted access at which times. Mr. Thomas stated that the Department Heads and Mr. Payne should be responsible for deciding which employees were issued prox key fobs.

Shane Ross, Chief Deputy, distributed two handouts to the Committee members; copies of which are on file with the minutes. Chief Deputy Ross explained that \$54,000 in grant funding had been received from the Law Enforcement Terrorism Prevention Program, which allowed for the reinforcement of security to targets of terrorism such as municipal centers. Referring to the first handout, which was a map of the Municipal Center, Chief Deputy Ross pointed out the following:

- the blue arrows represented the four doors that would be used for public entrances;
- the red arrows represented the four doors that would be used for employee entrances;
- the orange circles represented the location of ten prox readers;
- the green circle represented one prox reader that would grant access to Sheriff's Office personnel only; and
- the red stars represented the two security posts in the building.

Chief Deputy Ross explained that the Linstar Door Access System would lock all the doors at an established time and after that time employees would only be able to enter the building using a prox key fob. He said that if an employee who had been issued a prox key fob was terminated, the key fob could be shut off and would no longer grant access. He noted that if a prox key fob was lost, they could continue to monitor its use to determine if an unauthorized person was attempting to gain access to the building. He apprised that there were Linstar Door Access Systems in the Public Safety Building, the Municipal Center, the Human Services Building and the Airport. He added that depending on the level of security that was granted to an employee, they could use their prox key fob to gain access to any of the four buildings.

Chief Deputy Ross apprised that the last element of the Linstar Door Access System was to secure the elevator. Referring to the second handout, he explained that the total amount of grant funding received was \$54,000, of which \$11,753 was the portion allocated to the Glens Falls Police Department. He added that \$29,423.40 had been expended on the Linstar Door Access System; \$3,736.16 for a Linstar front door add-on and \$1,918.38 for a barrier door for the basement. He advised there was \$7,169.06 in grant funds remaining and a key pad entry panel for the elevator would cost \$1,850 or they could purchase a prox reader for the elevator at a cost of \$4,100. He suggested that the prox reader was the best choice, as opposed to giving the employees a numerical code to be entered into the keypad. Mr. Champagne asked if a prox key fob would be needed in order to use the elevator and Mr. Morehouse replied that it would only be necessary in order to gain access to the basement. Chief Deputy Ross said that if the prox reader was purchased for the elevator, there would be \$3,069.06 remaining

in grant funding that could be expended on security items as long as it met the guidelines of the grant.

Brief discussion ensued.

Mr. Thomas noted that the next item on the agenda pertained to the bid preparation for the abatement and demolition of the Department of Social Services (DSS) Building. Mr. Horgan stated that if the County released an RFP they would need the documentation and specifications from Clark Patterson Lee. He explained that the abatement and demolition of the DSS Building was not within the current scope of the project, although the effort required to put it out to bid was. He apprised that Clark Patterson Lee would need to complete an abatement survey and a plan for specifications for the demolition. He advised that the possible abatement and demolition of the old jail be included in the RFP and that the County request quotes on the DSS Building, the old jail and both buildings combined. He added that he had a demolition contractor look at the DSS Building and give an estimated quote at the beginning of the project and he didn't feel that the cost would have increased significantly. He said that the amount that had been budgeted for the demolition of the DSS Building was \$550,000.

Mr. VanNess stated that when the Committee had learned that the Human Services Building was significantly under budget, they considered the possibility of using the same bond to complete the demolition of the DSS Building. He said that obtaining quotes on the demolition of the old jail, as well as the DSS Building, was a good idea. Mr. Pitkin advised that it was important not to get into a situation that would require additional engineering studies. Mr. Geraghty noted that the asbestos survey on the old jail had been completed. Mr. Payne said that he was sure that an asbestos study had been completed on the DSS Building also.

Discussion ensued.

Mr. Payne stated that he had met with Julie Pacyna, Purchasing Agent, and determined that the RFP would request quotes for the abatement of the DSS Building; the demolition of the DSS Building; the abatement of the old jail; and the demolition of the old jail. Mrs. Pacyna injected that as long as the specifications were written in the RFP, the County could choose which parts would be accepted. Mr. Payne noted that part of the contract with Bovis Lend Lease was the preparation of the specifications for the abatement and demolition of the DSS Building. Mr. Horgan agreed and added that there were funds available which had been budgeted for reproduction costs. He continued by saying that he believed it was also included in the scope of work for the contract with Clark Patterson Lee. Mr. Pitkin clarified that the specifications for the abatement and demolition were included in the scope of work for Bovis Lend Lease and Mr. Horgan replied affirmatively, but noted that it had not been included in the resolution. Chairman Monroe stated that the County Treasurer needed to know the amount to be included in the bond no later than September.

Mr. Payne apprised that Mrs. Pacyna had advised that this would not be an RFP, it would be done by construction bid. Mr. VanNess asked if the cost of abatement and demolition of the old jail would be included in the bid. Mr. Horgan responded that they would request bids that included the jail as an alternate project. Mr. Goodspeed voiced his opinion that the County should not do anything with either building and reduce the amount of the bond. Mr. Pitkin said he was in favor of the abatement and demolition of the DSS Building; however, he added, he agreed that there was no need to expend funds on the old jail at this time. Mr. Pitkin asked

how long a bid was good for and Mrs. Pacyna replied 45 days.

Following further discussion on the matter, motion was made by Mr. VanNess, seconded by Mr. O'Connor and carried by majority vote, with Mr. Goodspeed voting in opposition, to authorize the preparation of a construction bid for the abatement and demolition of the Department of Social Services Building and the old jail, not to exceed \$10,000.

Mr. Morehouse requested to amend Resolution Nos. 431 of 2008 and 137 of 2009, which authorized the agreement with Lazarus for standardization of window blinds, to increase the total amount not to exceed \$5,000.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to amend the agreement with Lazarus to increase the total amount not to exceed \$5,000. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Mr. Thomas noted that a tour of the Human Services Building was scheduled following the August 21, 2009 Board meeting.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Goodspeed and seconded by Mr. O'Connor, Mr. Thomas adjourned the meeting at 1:15 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist